REQUEST FOR INFORMATION (RFI)

FLEET MANAGEMENT SYSTEM

The Department of Public Works (DPW), Transportation Maintenance Division (TMD) and Department of Administration Information Technology Section (DOA IT) desires to solicit information from prospective contractors and software developers of Fleet Management Systems including technical data, prices and end user references. Following review of the information by DPW TMD and DOA IT staff, prospective contractors may be invited to make presentation to the DPW TMD and DOA IT staff. This process will allow the DPW to develop a specification for a Fleet Management System that may be used for a future bid or for possible future negotiations, and to estimate costs.

I. BACKGROUND:

The Government of Guam Fleet Inventory is 5000+ which includes light vehicles, semi heavy and heavy equipment.

Department of Public Works Transportation Maintenance Division:

- Maintains 600+ vehicles and equipment
- Produces 800+ services repair orders annually
- Has 6 shops
- Services Public Works, Public Health, Mental Health, Department of Labor, various Mayors office and Department of Administration

II. CURRENT SYSTEM:

The current Fleet Management System resides on MS DOS Reflex software. This is a legacy system which at present contains the Government of Guam Vehicle Fleet Inventory and all information pertaining to the vehicle/equipment.

III. INFORMATION TO BE PROVIDED BY PROSPECTIVE CONTRACTORS:

The prospective contractor should recommend a solution to DPW based on the minimum criteria below. Prospective contractors may respond to this request for Information by submitting letters of interest and technical submittals to Department of Public Works Transportation Maintenance Division that identify, at minimum, the company and contact with the company, product/services offered, experience and qualifications of the firm, and include sales brochures and catalogs, technical data sheets, list price schedules ands references.

Department of Public Works looking for at minimum:

- a. Replacement of MS DOS Reflex software to a Windows-based Fleet Management System. Preferred platform is SQL Server 2005.
- b. Allow various access levels to Fleet Management System software, such as access for Management and office staff
- c. Track mechanics production hours by day, month and year
- d. Track expenditures on vehicle/equipment, i.e. parts, materials and supplies
- e. Track fuel usage
- f. Automatically inform users electronically (email, etc.) when next Preventive Maintenance is due
- g. Tracks warranty and accident costs
- h. Interface to AS400-based asset management system.
- i. Interface to AS400-based vehicle registration system.
- j. Reduce paper handling and data entry errors
- k. System should track vehicle replacement funds
- 1. Detailed reporting system with the ability to trend and forecast
- m. High Level of quality control and exception reporting
- n. A separate Master Vehicle Fleet Inventory
- o. Able to expand and upgrade in the future
- p. Ad-hoc reporting capabilities

Please include:

- 1. Provide four (4) copies of the requested information, along with any supplementary materials and 1 electronic format (CD) using Microsoft Word or Excel (Office 2003 or later). Responses to this document must be received no later than **3:30 p.m.**,
 - Chamorro Standard Time (GMT+10), Friday, July 18 2008
- 2. Minimum of five (5) end user references for recent implementations to include contact name, title, telephone and email contact information.
- 3. An itemized suggested retail price schedule for standard software product, including options, and pricing methodology for modules necessary for meeting Department of Public Works needs. Also included estimated costs for implementation services.
- 4. Pricing for onsite training for up to five (5) users as well as annual comprehensive support costs.
- 5. Pricing for a minimum of three (3) user licenses for the Fleet Management System.

IV. SUBMISSION

Letters of interest and technical submittals should be submitted to:

Paul Cepeda

Superintendent Transportation Maintenance

542 N. Marine Corps Dr.

Tamuning Guam 96913

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Letters of interest should indicate the interest of the firm to perform presentation of their product and services to Department of Public Works. The cost for said presentation will be borne by the responding firm.